

# PASSPORT FEES

*Passport fees are set by the U.S. Department of State*

## **Adult Passport**

(age 16 and over)

First time passport: \$67\*

## **Renewal Passport \$67\***

(Adult passport is valid for 10 years)

## **Minor Passport (age 15 and under) \$52\***

(Minor passport is valid for 5 years)

## **Execution Fee \$30**

## **TOTAL STANDARD FEE**

Adult \$97

Minor \$82

## **EXTRA SERVICE**

## **Expedite Fee \$60**

Separate checks must be written to the U.S. Department of State for Passport and Expedite fees, and to the Franklin County Clerk of Courts for Execution fees.

Sorry, we do not accept credit cards.

\*Increase in passport fees, effective March 18, 2005, includes the addition of a \$12 federal "Security Surcharge."

## **CLERK OF COURTS PASSPORT PROCESSING LOCATIONS**

### **MAIN PASSPORT OFFICE**

CIVIL DIVISION

369 S. High Street, 3rd FL

Columbus, OH 43215

(614) 462-3621

TITLE MAIN

SOUTH BRANCH

Great Southern Shopping Center

45 Great Southern Blvd.

Columbus, OH 43207

(614) 462-3090 (Main Title Number)

TITLE EAST

Wyandotte Center

5111 E. Main Street

Columbus, OH 43227

TITLE NORTH

The Patio Shop

1484 Morse Road

Columbus, OH 43229

TITLE WEST

Great Western Shopping Center

3451 Great Western Boulevard

Columbus, OH 43204

**JOHN O'GRADY**  
FRANKLIN COUNTY  
CLERK OF COURTS



# PASSPORT PROCESSING



**JOHN O'GRADY**  
FRANKLIN COUNTY  
CLERK OF COURTS

## Planning a trip abroad?

The first thing you will need to do is either apply for a passport, or check the date on your current one to make certain it hasn't expired. The Franklin County Clerk of Courts is authorized by the U.S. Department of State to process passport applications. This pamphlet will provide you with the basic information needed to apply for and obtain a passport through the Clerk of Courts' office.



### Do I have to apply in person?

If :

- this is your first time applying
  - your previous passport was lost, stolen or damaged
  - your passport has expired and was issued more than 15 years ago
  - you were a minor the last time you applied for a passport
  - your name has changed since you last applied
- then, yes, you must apply in person.



### How can I get a hold of an application?

You can call our Civil Section at (614) 462-3621 and an application will be mailed to you, or you can download one directly from the Department of State Passport Service web site :

[travel.state.gov/download\\_applications.html](http://travel.state.gov/download_applications.html)

## Besides the completed application, what do I need to bring with me?

You will need  
**Proof of U.S. citizenship**  
**Proof of identity**  
**Two passport photos**

You may prove U.S. Citizenship with any of the following:

- Previous U.S. Passport (*mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.*)

- A certified birth certificate issued by the city, county or state of birth

NOTE: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth

- Hospital, baptismal, census, insurance records, or other documents that clearly establish your birth within the United States, if your birth certificate is not on file. **Note: You must also bring official notification from your state of birth declaring that you have no birth certificate on file.**



To show proof of identity, you can bring a previous passport, a valid driver's license, or a military identification card.

The passport photos must have been taken within the last six months. They may be black and white or color photos, but the background must be white. They must show a full frontal view of the applicant's face.



## How much does it cost?

See the "Passport Fees" section of this brochure



## How long does it take to get a passport? Is there any way to get it sooner?

Passports take about six weeks to process. For an additional fee, you can apply for an "expedited" passport—this will take about two weeks. In the event of an emergency, you can contact the National Passport Information Center directly at 1-877-487-2778 to make arrangements.

## Can I apply for a passport for my child?

All children 17 years and younger must apply for a passport in person. New legislation requires both parents' or legal guardians' consent for applications for minors under age 14—furthermore, they must both be present when the minor applies for a passport. Both parents or legal guardians must show current, valid ID.

## When does my passport expire?

Passports for adults expire after 10 years, and five years for minors.

## My question is not answered here.

For further information you can contact us at (614) 462-3621, or visit the Passport Services web site:

[travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html)